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RePTS-3
DTR weekly
Summary
Rpt

Executive Assistant to DCI

Document No. 018

3 May 1954

NO CHANGE in Class. ☐

Director of Training

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Weekly Summary Report

Auth: DDA REG. 77/1763

Date: 05 By: 55

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1. A demonstration of infrared and similar equipment was held at [REDACTED] for students of the first Clandestine Maritime Operations Course. In conjunction with representatives of the Technical Services Staff, the Office of Training will conduct field tests to determine the capabilities of this equipment, as well as of a remote control firing device which TSS plans to send to [REDACTED] in the near future.

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2. The staff of the Clerical Training Division prepared a textbook which has been printed and given initial distribution as OTR Reference Manual 1-2, A Guide for Typists and Stenographers. This reference manual incorporates from standard sources essential information for student typists and stenographers. Secretaries and others who complete clerical training courses will be given a copy of this manual for use at their desks. Although essentially an instructional aid, the Guide may be used by others to establish or improve standards of usage within the Agency.

3. Ten persons have been selected to attend the full-time Summer Seminar at [REDACTED] (Program E) and two persons have been selected for the two year [REDACTED] training program (Program C). Of those selected for [REDACTED] two are from offices of the Deputy Director (Plans) and one from the Office of Training. All other selectees for the two programs are from offices of the Deputy Director (Intelligence).

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Matthew Baird

MATTHEW BAIRD

MB:ep

cc: DDP
DDI
AD (Commo)

OTR Distribution:

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